

Library Board of Trustees

Durham County Library

August 20, 2001

Attending: Bessie Carrington, Chair; Ann Craver, Carl Hodges, William McKee, Robert Otterbourg, Lauren Singdalhsen, Nancy Wardropper, Elsa Woods, Board members; Dale Gaddis, Pam Jaskot, John McConagha, Library staff.

The meeting was called to order at 3:30pm.

Mrs. Carrington introduced new board member Elsa Woods. The Board wished Carl Hodges a happy birthday.

The minutes of June 18th were reviewed. Lauren's last name should be changed from Alexander to Singdalhsen and add secretary to Ms. Gaddis signature on the minutes. The minutes were approved with suggested changes.

Communications

Mrs. Carrington shared information from the Future of Libraries Workshop and announced that NCLA would be held in October. Priscilla Lewis, Extension Services Librarian, has organized a trip for staff and library trustees to the newest branch in Knightdale on September 6th at 10am

Ms. Gaddis shared articles from the newspapers, a letter from Wright school and Ms. Singdalhsen's speech, which was presented at the Commissioner's meeting.

Finance Reports

Ms. Gaddis distributed a budget summary, including both the funded and nonfunded items.

The County Manager is researching computer-leasing programs. With the current budget there is no funding for computer replacements or upgrades.

Security is still an issue. Currently costs for security come from the library's budget and it would be a better solution to have the county pay for security and have extra security staff to cover the library, instead of having to hire off-duty officers.

Ms. Gaddis reported that a \$10,000 strategic planning grant, a \$15,000 technology planning grant and a \$28,000 Hispanic grant have been received from LSTA.

Committee Reports

Policies and Standards Committee

The following policies were approved: Community Bulletin Board Policy, Gift Policy and Distribution of Free Publications.

External Relations Committee

The Committee met and reviewed the Fact Sheet prepared by Pam Jaskot on the bond referendum. The Friends of the Library book sale is coming up and Board members will attend the Friday night sale to distribute the fact sheet. Pam Jaskot provided an update on what the library is doing to prepare for the bond referendum.

Board Development Committee

The Committee recommended that the Board maintain the same officers for next year, Bessie Carrington, Chair and Ann Craver, Vice-Chair.

Mrs. Carrington prepared a self-assessment tool for the board and the director's evaluation. Forms should be completed and returned to Ann Craver by September 1.

Planning and Budget Committee

The process to look for a consultant for the strategic plan has begun. Mrs. Carrington and Mrs. Craver will review proposals with the Director and decide whom to interview. Three individuals have responded to the request for proposal

Art Committee

Board members were encouraged to sign up if they were interested in serving on the committee. It was recommended that Nancy Wardropper remain as the chair.

Trustees Award

The Trustee Award nomination form will be reworded and distributed at all library locations. The closing date is October 5th and the Board will make the presentation at Staff Day in November.

Old Business

Sites for North and East Durham have been identified and plans are to go into closed session with the County Commissioners on September 10th. The feasibility study has been completed on both sites. The current problem is that the appraisal on the land is considerably lower than the asking price. For land acquisition in south and southwest area research is being done on who would be the best individual to approach the family. The County is also looking at the Lowes Grove area. The land adjacent to the Southwest Branch is available for sale; an appraisal has been requested.

An agreement has been reached between the Carolina Theatre and the Friends of the Library to purchase the theatre's video collection. The Friends will purchase the collection and donate it to the library. Chuck Ebert, AV Librarian, has reviewed the list of videos and selected some that do not meet our selection policy. No decision has been made about what to do with the videos we do not add to the collection.

Mrs. Craver made a motion that the Policy and Standards committee meet and determine how the video selection will interface with other policies and bring a recommendation to the board in time for the October meeting. The motion was seconded and approved.

Mrs. Titus, Deputy County Manager, is reviewing the bylaws report and will have a recommendation for the October 1st County Commissioners work session. A motion was made and seconded that the Board inform the Commissioners that they would like to be invited to attend the work session. The motion was approved.

A motion was made to accept the resolution for Geri Ruffin, staff member who retired after 30 years of service. The motion was seconded and approved.

John McConagha reviewed the procedures for banning someone from the library. Since 1993, 31 individuals have been banned systemwide.

Friends of the Library

Pam Jaskot reported the book sale will be on the weekends of September 14th and 21st. The Friends board will review staff proposals at their September meeting. The Executive Board has met and reviewed the Carolina theatre agreement and after minor changes submitted it to Carolina Theatre Director Steve Martin.

Durham Library Foundation

Nancy Wardropper reported that committees have been formed for the Foundation. The Foundation will hold a retreat on September 13th at the WRAL conference room.

Directors Report

Ms. Gaddis distributed the statistics for the end of the year. The Gates computers are very heavily used and extremely popular at Warren, McDougald Terrace, Bragtown and Salvation Army.

Pam Jaskot presented the report of the customer survey administered in April.

Mrs. Wardropper stated that she does not endorse Ms. Gaddis's statement in her Director's report, regarding the Janirve Foundation. Mrs. Wardropper stated there was a certain amount of bungling in making use of the possibility of obtaining funds from the foundation. Mrs. Wardropper stated that the grant request should be deferred for the December quarter and we should follow Foundation Board procedures.

Election of Officers

The Nominating Committee stated it was desirable to maintain the present chairman and vice chair, Bessie Carrington for chair and Ann Craver for vice chair.

A motion was made to accept the nomination. The motion was seconded and approved. Seven votes in favor and one abstained.

Ann Craver made a motion that in the future the Nominating Committee prepare the slate of officers before the meeting and that this be given to the Board in advance. The motion was seconded and approved.

The meeting was adjourned at 6:15pm.

Respectfully submitted

Dale Gaddis, Secretary